



Department of Administrative Services Customer and Employee Relations Job Announcement

ANNOUNCEMENT #: 200635

POSITION: Purchasing/Travel Card Program Manager

LOCATION: State Purchasing
200 Piedmont Avenue
13th Floor, West Tower
Atlanta, GA

APPLICATION DEADLINE: Open until filled

WHO MAY APPLY: All applicants

PAY GRADE: 18

PAY GRADE SALARY RANGE: \$3,825.26 - \$6,712.16 per month

GENERAL DESCRIPTION: Join the state of Georgia in building a strategic sourcing team to help us realize a procurement transformation as we adopt best practices.

The P-Card Manager will manage the statewide Purchasing/Travel Card Program for State Purchasing. Develop, implement, and oversee the program's goals and objectives. Provide procedural guidance and technical assistance to state and local governments to maximize the programs potential. Market and drive the growth of the Purchasing/Travel Card Program. May supervise.

Required Knowledge, Skills, and Abilities

- Ability to form alliances
- Strong negotiation skills
- Strong oral, written communication, and presentation skills
- Strong interpersonal skills
- Strong project management skills
- Results oriented

MINIMUM QUALIFICATIONS: Completion of a four-year degree from an accredited college or university.

AND

Six years of professional procurement experience, three years of which were in a supervisory capacity.

OR

Nine years of professional procurement experience, three years of which were in a supervisory capacity.

**PREFERRED
QUALIFICATIONS:**

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Master's degree in business administration (MBA) or Public Administration (MPA) from an accredited college or university
- Certification as a Certified Purchasing Card Professional (CPCP), Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM),
- Prior government procurement experience
- Prior experience with Purchasing or Travel Card Programs
- Experience with Works Payment Manager Application